

AFI91-202/910SUP1

BY ORDER OF THE COMMANDER 910TH WING

AIR FORCE INSTRUCTION 91-202

910TH WING

1

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Safety

THE US AIR FORCE MISHAP PREVENTION PROGRAM

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The OPR for this supplement is 910AW/SEG. This supplement implements and extends the guidance of Air Force Instruction (AFI) 91-202, 1 August 1998. (The AFI is published word-for-word without editorial review.) Air Force Reserve Command or unit supplementary material is indicated by “AFRC or unit” in boldface type. This supplement describes Air Force Reserve Command (or unit) procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement, discard the stand-alone Air Force basic. (Supplement applies to only 910 AW personnel)

SUMMARY OF REVISIONS

This revision aligns our supplement with current instructions within AFI 91-202. “A (I) indicates revisions from the previous edition.”

1.6.13. (910 AW) Unit commanders/functional managers will ensure that additional duty safety personnel are scheduled for training with the 910 AW Safety Office as soon as possible after appointment.

1.6.14. (910 AW) Supervisors notified of a mishap/injury will immediately notify the unit commander, unit safety representative and the local Military or Personnel Office plus the Medical Air Reserve Technician (ART) if the injured is a reservist.

1.6.14.1. (910AW) Unit commanders will immediately notify the Base Safety Office as well as the Base Commander, of the occurrence when there is a possibility of a reportable mishap.

1.6.14.2. (910 AW) Civilian Personnel Office will furnish the Safety Office and the Medical Records Section of the Medical Squadron a copy of all CA-1s as they are received.

*1.6.16. (Added-910AW) The following steps should be accomplished when an injury/mishap occurs.

1.6.16.1. (910 AW) The first individual aware of a mishap/injury should notify his/her immediate supervisor as soon as possible after rendering aid/assistance to the injured personnel. Have additional personnel contact Fire Department at extension 1117 for medical assistance.

1.6.16.2. (910 AW) After assistance has been administered by qualified medical personnel, they will decide if the injury requires transportation by ambulance or if other suitable mode can be used. The Base Fire Department will be the only office authorized to request ambulance service. Other suitable modes of transportation can be obtained by calling Vehicle Operations. Vehicle Operations will provide transportation (if available) to the suitable medical facility. Necessary arrangements for return from the medical facility will be made as required.

*2.10. (Added-910 AW) Base Safety Awards. Nominations for safety awards may be made by any member of the wing and should be made by letter to the Chief of Safety. Nominations should include detailed reasons for the nomination to include specific actions by the individual which qualify him/her for the award. Recipients will be selected at regular meetings of the Combined Safety Council. Awards will normally be presented at Wing Commander's Call and will consist of a certificate of recognition, plaque, or other awards as deemed appropriate by the Commander.

2.10.1. (910 AW) Awards issued. There will be two types, recurring and spot.

2.10.1.1. (910 AW) Recurring.

2.10.1.1.1. (910 AW) Quarterly Safety Award.

2.10.1.1.1.1. (910 AW) Selected by the Combined Safety Council from nominations submitted by supervisors or commanders

2.10.1.1.1.2. (910 AW) Civilian, ART, or reservist can be nominated. Personnel may be nominated for a one-time act, overall safety program, safety suggestion, or sustained safety consciousness over an extended period of time.

2.10.1.1.1.3. (910 AW) Winners will receive awards as listed above.

2.10.1.1.1.4. (910 AW) All quarterly safety winners will also be submitted for the appropriate Air Mobility Command (AMC) and Air Force awards.

2.10.1.1.2. (910 AW) Safety Program Manager of the Year.

2.10.1.1.2.1. (910 AW) Nominations considered will include all nominations made specifically for the annual award selections as well as any Safety Program Managers submitted for the Quarterly Safety Award during that year.

2.10.1.1.2.2. (910 AW) Winners will receive awards as listed above.

2.10.1.2. (910 AW) Spot Awards.

2.10.1.2.1. (910 AW) These awards are given by the Safety Office for any of the reasons listed below:

2.10.2.2.2. (910 AW) Seat Belt Contest.

2.10.2.2.3. (910 AW) Award for the safest shop pr shops during regular and or spot inspection.

2.10.2.2.4. (910 AW) Safe Driver Award.

2.10.2.2.5. (910 AW) Any idea implemented to accomplish a task in a safer manner.

2.10.2.2.6. (910 AW) Winners will receive awards as determined appropriate by the Safety Office.

*8.2.1.1. (Added-910 AW) Unit commanders/functional managers will receive each ground mishap report before submission to ensure proper investigation, identification of causes, and appropriate corrective actions are taken. Appropriate reports must be submitted to the Safety Office within seven days of occurrence.

8.2.1.1.1. (910 AW) Reportable ground mishaps will be investigated jointly by the responsible supervisor and Ground Safety Officer as soon as possible. A 901 AW Form 4, **Ground Mishap Report**, will be submitted to the safety office. In addition, a Consolidated Mishap Report (CMR) will be submitted as directed by AFI 91-204, *Safety Investigations and Reports*.

8.2.1.1.2. (910 AW) Non-reportable ground mishaps will be investigated by the responsible supervisor. A 910 AW Form 4, **Ground Mishap Report**, will be completed in duplicate; one copy will be forwarded to Safety and one will be retained on file.

*12. (Added-910 AW) Forms Prescribed: 910 AW Form 4, *Ground Mishap Report*.

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